

Moving a Safe with No Change in Custodians

- Before moving a safe from one location to another, i.e., a different office location, contact your HSO for specific instructions.
- Your HSO will contact your element's APR who, in turn, contacts MA to request a date for the safe to be moved. The APR will notify you when this date is established.
- If you are to remain the custodian for the safe, you do not have to check or empty the contents, complete any forms, or change the combination. You should, however, change the room number on your present SF-700, *Security Container Information* (all copies).
- If you are moving the safe because you are relocating to another office, ensure that any person/persons who currently share your safe (i.e., who have access to the combination) remain on your SF-700. If you do not want those persons to have access to your safe in your new location, complete a new SF-700 showing you as the custodian and any other person/persons that you choose to have access to your safe.
- The safe must remain locked at all times during the move.
- It is advisable that either you or your HSO be present during the move to ensure that there is no compromise of the safe or its contents and that the safe is delivered to its designated location.

No additional forms are needed for this particular move situation. However, ***the HSO should change his/her Appendix to the HQFMSP to reflect the new location of the safe. It is also a good practice for the HSO to e-mail the APR apprising him/her of the fact that the safe has been moved and providing the old room number and the new room number, so that the APR can update the property records.***